



***DEPARTMENT OF THE TREASURY
DEPARTMENTAL OFFICES***



CAREER OPPORTUNITY

MERIT PROMOTION VACANCY ANNOUNCEMENT

Announcement No.: 05-CDFI-002

Position: Paralegal Specialist, GS-0950-09

Type of Appointment: Temporary, Not To Exceed One Year

Full Performance Level: GS-09

Organization: Community Development Financial Institutions Fund
Office of Legal Counsel
601 13th Street, NW
Washington, DC

Number of Vacancies: 1

Duty Station: Washington, DC

Opening Date: 12/01/04

Closing Date: 12/14/04

Bargaining Unit: No

Sensitivity: Non-critical

Salary Range: \$41,815 - \$54,360

For more information call:

Sandy Kraemer, (304) 480-8310

CDFIINQUIRIES@BPD.TREAS.GOV

WHO MAY APPLY

U.S. Citizens who meet **ONE** of the following categories:

1. Current permanent Federal employees in competitive positions or former Federal employees with reinstatement eligibility;
2. Individuals eligible for the Treasury Career Transition Assistance Program (CTAP) from the local commuting area;
3. Individuals eligible for the Interagency Career Transition Assistance Program (ICTAP) from the local commuting area;
4. Current Federal employees in excepted service positions covered by an interchange agreement;
5. Individuals who are eligible for non-competitive appointment under authorities such as the Veterans' Recruitment Appointment (VRA), disabled individuals, returned volunteers from the Peace Corps or VISTA, etc.

Applicants who do not meet this criteria may wish to apply under **Recruiting Bulletin Announcement #05-CDFI-002P**, which is open for receipt of applications from the general public.

PLEASE NOTE

- Selectee must undergo appropriate tax checks.
 - No relocation expenses will be paid.
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DUTIES (General)

The incumbent will provide legal research and assistance to attorneys related most particularly but not limited to, the Freedom of Information Act (FOIA). The incumbent researches and prepares responses to FOIA requesting, including review of files, preparation of FOIA related correspondence, preparation of material that is responsive to FOIA requests, and related legal research. Conducts independent research on a variety of legal matters presented by office attorneys, including, but not limited to FOIA matters. Analyzes, evaluates, organizes, and prepares administrative records, exhibits and other forms of documentary material. Searches for and summarizes relevant articles in law reviews, published studies financial reports, and similar materials for use by the office attorneys in preparing legal memoranda. Verifies citations and legal reference on prepared legal documents. Develops, operates, and maintains a tracking system for FOIA related matters.

ELIGIBILITY REQUIREMENTS

Candidates must meet all eligibility requirements, including the following, prior to the effective date of placement and within thirty (30) calendar days from the closing date of the announcement.

Time After Competitive Appointment: Candidates who are current federal employees serving on a nontemporary competitive appointment must have served at least three (3) months in that appointment.

Time-in-Grade: Candidates must have been a GS-07 for fifty-two (52) weeks (when applicable).

Candidates must be U.S. citizens.

QUALIFICATION REQUIREMENTS

Candidates must meet all qualification requirements, including the following, prior to the effective date of placement and within thirty (30) calendar days from the closing date of the announcement.

Specialized Experience: Fifty-two (52) weeks of experience at the GS-07 level, or equivalent, that is directly related to the position as listed above and which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of the position which includes transactional, legal experience in the field of economic/community development and knowledge of statutes and regulations governing financial institutions. Must have knowledge of the Freedom of Information Act, proficiency in the use of Microsoft or similar work processing software, and proficiency in legal research.

OR

EDUCATION:

Master's or equivalent graduate degree **OR** two full years of progressively higher level graduate education leading to such a degree **OR** LL.B. **OR** J.D. if related.

SOME SUBSTITUTION OF EDUCATION FOR EXPERIENCE IS PERMISSIBLE.

RATING

BASIS OF RATING:

Qualified applicants will be rated on documented experience relating to the following “rating factors/Competencies/Knowledge, Skills, and Abilities (KSAs)” listed below.

To be well qualified, a CTAP/ICTAP eligible must receive on average an overall rating of at least the middle level in a three-level crediting plan.

Rating Factors:

1. Knowledge of the Freedom of Information Act. Give specific examples.
 2. Demonstrate ability in legal research. Give examples.
 3. Oral and written communications skills, including the ability to present analytical findings orally and in writing.
 4. Ability to work independently, to function in a team, to work cooperatively with others, and to achieve expectations in a time sensitive environment.
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HOW TO APPLY

Applications will not be returned. If the information provided is found to be inadequate or incomplete, candidates will not be solicited for further experience/education background data. Failure to submit any of the required information contained in this announcement will remove applicant from consideration for this position.

Applicants will be notified as to the status of their applications.

All applicants are required to submit the following:

1. An application (examples: Optional Application for Federal Employment, OF 612; Application for Federal Employment, SF 171; or résumé). Applicants should clearly indicate all experience (including dates and number of hours spent per week), training, include volunteer work experience, education, and awards relevant to the qualification requirements. Training or self-development activities must reflect course title, classroom hours completed and date(s). Do not send position descriptions.
2. A copy of most recent (non-performance/non-incentive award) SF-50, Notification of Personnel Action, that shows your current grade and competitive civil service status, OR previous SF-50 showing competitive civil service status if you are now on an excepted appointment or have resigned from the Federal service; OR other proof of appointment eligibility, if eligible under a special appointment authority such as those listed in #5 or # 6 under “Who May Apply” section of this announcement.
3. A description of any relevant knowledge, training, experience, including voluntary experience, education, awards, etc. relating to each specific rating factor (found under the “Rating” section of this announcement). Address each rating factor separately.
3. A copy of your most recent completed performance appraisal that shows the final rating. If you have not received a performance appraisal, please explain why in your application.

In addition:

VRA eligibles (#5 under “Who May Apply” on page 1) **are required** to submit a copy of **MEMBER 4** of a DD 214 **or** other documentation showing dates of service and type of discharge.

Veterans Claiming Preference are required to submit the following:

5-points: A copy of **Member 4** of a DD 214, **OR** other documentation showing dates of service and type of discharge (i.e., Honorable).

10-points: Application for 10-Point Veteran Preference, SF 15, along with required documentation listed on the back of the SF 15 form.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Assistance Program (ICTAP) eligibles must also submit the following (all four are required):

1. An SF-50, Notification of Personnel Action, or other official documentation, which shows that you were declared displaced or surplus while serving as a career or career conditional competitive service employee, in tenure group 1 or 2, **OR** are a current or former Executive Branch agency employee in the excepted service serving on an appointment without time limit, at grade levels GS-15 or equivalent and below, and who has been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service;
2. An SF-50, Notification of Personnel Action, or other official documentation which shows the position you may be or are being separated from has the same or higher promotion potential as that of the vacancy;
3. **CTAP eligibles:** a copy of your Reduction in Force (RIF) separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, Certificate of Expected Separation or other official notice indicating you are in a surplus organization or occupation or eligible for discontinued service retirement.

ICTAP eligibles: a copy of your RIF separation notice, notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area, documentation showing you were separated as a result of a RIF or declining a directed reassignment or transfer of function outside the local commuting area, or a letter from OPM or your agency documenting other priority consideration status as described in 5 CFR 330.708(a)(2); and

4. A copy of a current (or last) performance rating of record of at least fully successful or equivalent (required unless you are an ICTAP eligible due to compensable injury or disability retirement).

All applicants are recommended to submit the following:

1. A list of awards received while employed with the Federal Government. **DO NOT send copies.**
2. A copy of college transcripts or list of college courses (if applicable).

WHERE TO APPLY

The CDFI has contracted with the Bureau of the Public Debt (BPD) to provide certain personnel services to its organization. BPD's responsibilities include advertising the CDFI vacancies and extending job offers.

Complete application packages must be received no later than 11:59 p.m. (EST) of the closing date of this announcement. Applicants have the following choices in submitting applications and other forms:

- **E-mail:** application packages must be in PDF format, Microsoft Word 97 (or later) format, Rich Text Format (RTF), Plain Text. Other formats may not be readable by the Human Resources Division. **ZIP files will NOT be accepted.** You can send your e-mail to CDFIINQUIRIES@BPD.TREAS.GOV ;
- **FAX:** you can submit application packages to (304) 480-8359; OR
- **MAIL:** you can submit application packages to the following address:

Bureau of the Public Debt
RCB – CDFI (Avery 3rd)

200 Third Street, P.O. Box 1328
Parkersburg, WV 26106-1328

It is the responsibility of the applicant to ensure that all materials are received by BPD on time and that the materials submitted are properly received and readable. If illegible documents are received, which are required for a complete application package, then the applicant will be removed from consideration for this position.

Applicants will be notified as to the status of their applications.

Forms are available at www.usajobs.opm.gov or by calling (304) 480-8308.

Hard of hearing or deaf individuals may obtain information via TDD (304) 480-8341.

Reasonable accommodations are provided to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the contact person listed on this vacancy announcement.

EQUAL EMPLOYMENT OPPORTUNITY

All candidates will be considered without discrimination for any non-merit reason such as race, color, religion, sex, age, national origin, lawful political affiliation, marital status, disability (if not a job factor), or membership in an employee organization.